

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 10 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/04/2013		2. CONTRACT NO. (If any) EP-W-11-017		6. SHIP TO: a. NAME OF CONSIGNEE Michael Kaufman, TOCOR	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. PR-OEI-13-00358			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave NW MC 2823T Email: kaufman.michael@epa.gov Phone: 202-564-4499	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9300 Lee Highway				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Fairfax		e. STATE VA	f. ZIP CODE 22031		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Michael Kaufman Max Expire Date: 01/31/2016 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
2

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DATE OF ORDER 04/04/2013	CONTRACT NO. EP-W-11-017	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-B-H3B-ZZZHF1-2505--H3B6111-13H3CBE021-001 BFY: 13 EFY: 14 Fund: B Budget Org: H3B Program (PRC): ZZZHF1 Budget (BOC): 2505 Cost: H3B6111 DCN - Line ID: 13H3CBE021-001 Period of Performance: 04/04/2013 to 04/04/2014</p> <p>Exchange Network and Related Activities Analysis and Support Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form</p> <p>The obligated amount of award: \$125,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Base Period

<u>Ceiling</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Cost Plus Fixed Fee	\$0.00	\$ 694,673.00	\$ 694,673.00

<u>Funded</u>	<u>Prior</u>	<u>This Mod</u>	<u>New</u>
Estimated Cost	\$0.00	(b)(4)	
Fixed Fee	\$0.00		
Cost Plus Fixed Fee	\$0.00	\$ 125,000.00	\$ 125,000.00

Base Period

(a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

(c) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) The Contractor shall perform in accordance with the Statement of Work and its Task Order proposal.

Clauses for Task Order

All applicable terms and conditions of the contract EP-W-11-017 remain in full effect.

Section 1552.237-72: Key personnel

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

TASK ORDER PROJECT MANAGER	(b)(4)
QA OFFICER	(b)(4)
EXCHANGE NETWORK	(b)(4)
E-ENTERPRISE	(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

OEI, OIC, Information Exchange and Services Division Exchange Network and Related Activities Analysis and Support

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

The Contractor awarded this task order (TO) shall provide strategic analysis, facilitation, and technical support for the Exchange Network (which is a state/tribe/EPA collaboration) and Exchange-Network-related activities in order to advance the vision and goals this program. The Contractor shall support all Exchange Network (EN, or simply, Network) governance bodies including the Exchange Network Leadership Council (ENLC), Network Technology Board (NTB), ENLC Coordinating Team, Integrated Project Teams (IPTs) chartered by the ENLC, any additional ad hoc working groups established by these bodies, and the Tribal Governance Group (TGG), as well as any Exchange-Network-related bodies (as specified by EPA).

The TO's scope of work incorporates a wide variety of analytical, management, and support activities needed to support the Exchange Network and related activities, as further delineated in the Requirements section.

It is critical that support for this TO be provided by experienced individuals who can serve as credible advisors and facilitators to Federal, state, and tribal environmental officials, who tackle a broad array of state/EPA, enterprise-focused, information management, and Exchange Network issues, as the ENLC sets the strategic direction for the second phase of Network development.

The work under this TO shall be overseen by the Information Exchange and Services Division (IESD) within the Office of Information Collection (OIC). OIC is the focal point for information collection and the development and implementation of innovative collection policies and approaches for the Agency. OIC sets goals and develops processes to ensure that environmental data and information collection activities are designed up front to generate data that meet established quality requirements. IESD supports the Agency's programs by providing a number of information services, largely centering on electronic reporting and exchange of environmental data. The Division is a focal point for the Agency in coordinating with external partners and stakeholders, such as other Federal agencies, States, and industry on matters pertaining to data acquisition and sharing, and on methods of improving the efficiency and reliability of Agency data collection and exchange processes.

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

- 1) Provide meeting facilitation to Exchange Network and Exchange Network-related groups;
- 2) Provide technical support (including technical documents and issue papers) to Exchange Network and Exchange Network-related groups; and
- 3) Provide strategic analysis and consultation to Exchange Network and Exchange Network-related groups.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Task #1 Project Management:

The Contractor shall prepare a Work Plan and Cost Proposal and shall manage the scope, schedule, and cost of all contract related activities in accordance with this Task Order and the Contractor's approved Work Plan. The task order schedule shall conform to EPA schedules for the attendance at meetings, workshops, reports, planning sessions, and other work products/deliverables.

Task #2 Meeting and Technical Support

Sub-task 2a – Meeting support: The Contractor shall participate in biweekly meetings, as directed by the TOPO. Meetings shall be scheduled and conducted by the TOPO. In addition, the Contractor shall be available to answer questions via e-mail, telephone, meetings, and bi-weeklies if required. The Contractor will prepare and transmit to the TOPO summaries of the bi-weekly meetings. The TOPO may require members the Contractor's personnel to respond to questions as well.

Sub-task 2b - Exchange Network: The Contractor shall support and facilitate the work of the ENLC and its subgroups, potentially including (but not limited to) the NTB, the ENLC Coordination Team, and chartered IPTs, as well as any related bodies and/or activities. The Contractor will support face-to-face meetings and full group and Co-Chair teleconference calls for the ENLC and its subgroups on a schedule that will be determined by the ENLC. The Contractor will also support open calls to be held on an ad hoc basis. The Contractor's support shall include preparation of materials, facilitation, and documentation of these meetings and conference calls. This support for the ELNC and its subgroups shall cover a maximum of twenty (20) face-to-face meetings, one-hundred (100) full teleconference calls [estimated between sixty (60) and

one-hundred (100)], and ninety (90) co-chair teleconference calls [estimated between fifty (50) and ninety (90)].

The Contractor's support shall also include:

1. Providing analysis in technical and policy areas;
2. Preparation of issue papers when the TOPO provides written direction to the Contractor based upon EN Governance requests to the TOPO;
3. Developing white papers and Network guidance documents when the TOPO provides written direction to the Contractor based upon EN Governance requests to the TOPO;
4. Coordinating logistics;
5. Framing and facilitating discussions; and
6. Outreach for face-to-face meetings.

The Contractor's support may also include preparing technical documents, such as (but not limited to):

1. Proposed governance structure;
2. Blueprint document;
3. Documentation of successes;
4. Case studies;
5. Business cases; and
6. Technical white papers.

The Contractor's technical and programmatic analysis shall cover some or all of the following topics:

- Exchange Network Security;
- Exchange Network Flow Implementations;
- Exchange Network Phase 2 Expansion;
- Emerging and changing technologies;
- Communications, Outreach, and Marketing;
- 24/7 Data Sharing;
- Virtual Sharing and the Virtual Node;
- New Partners and New Data Flows;
- Geo-enabled data;
- Field and Mobile Data Applications;
- Exchange Network XML Policies and Implementation;
- Exchange Network Partner Infrastructure, Shared Infrastructure, and Shared Services;
- Ad Hoc Exchange Network Operational Issues; and
- Exchange Network Issue Tracking and Partner Outreach.

Task #3 Issue Tracking

The Contractor shall make use of collaboration software (such as SharePoint) to track issues identified by the ENLC and its subgroups in a collaboration space. The Contractor shall track and update any issues the Network governance advises the

TOPO that it wants to see covered using collaboration software. The TOPO shall provide the Contractor, in writing, any issues the Contractor shall be required to track.

Task #4 Strategic Consultation, Facilitation, and Analysis

The Contractor shall, at the TOPO's written direction, provide facilitation and strategic consultation for the leadership of EPA's OIC, including technical assistance and program support to EPA's OIC and EPA/states/tribes. The Contractor shall provide facilitation and logistical support via face-to-face interaction and conference calls. Contractor support shall include (but not necessarily be limited to) expert advice and consultation on the collection, management, and use of environmental information in the context of the Exchange Network.

Exchange Network. The Contractor shall provide strategic support to the ENLC in helping to charter the new Exchange Network governance groups and subgroups. The Contractor shall facilitate meetings and conference calls, and engage stakeholders at the direction of the ENLC via the TOPO. The Contractor shall provide additional support, which may include (but is not limited to):

1. Analyses;
2. Project management plan; and
3. Draft charters.

The Contractor may additionally be tasked to develop detailed management plans, conduct research, perform analyses, and gather information for activities related to the Exchange Network.

Task #5 Analyses

The Contractor shall provide analysis and consultation to the ENLC Co-Chairs, ENLC governance groups and subgroups, as well as any related bodies, as directed by the TOPO.

1.3.1 DELIVERABLES:

1	Project Plan and Cost	Due upon submission of Written Proposals.
2, 3	Bi-Weekly Summary	Two weeks from start of project and bi-weekly thereafter.
2	Monthly Report	On the 20 th day of each month, or the next business day if the 20 th falls on a weekend or holiday.
2	Agendas	Per the TOPO's written direction.
2	Meeting Preparation Materials	Per the TOPO's written direction.
2	Meeting Summaries/Minutes	Per the TOPO's written direction.
2	Conference Call Summaries	Per the TOPO's written direction.
2, 4, 5	White Papers	Per the TOPO's written direction.
2	Network Procedures	Per the TOPO's written direction.
2	Standards Documents	Per the TOPO's written direction.
2	Network Decision Memoranda	Per the TOPO's written direction.
2	Network Guidance Documents	Per the TOPO's written direction.
2, 4, 5	Issue Papers	Per the TOPO's written direction.
3	Updates to the Issues Using Collaboration Software	Per the TOPO's written direction.
4	EN Governance Project Management Plan	Per the TOPO's written direction.
4	Draft EN Governance Charters	Per the TOPO's written direction.
5	Analysis	Per the TOPO's written direction.
2, 4, 5	Presentations	Per the TOPO's written direction.
4, 5	Various Assistance and Consulting	As directed by the TOPO.

Copies of all deliverables shall be submitted to the TOPO in the format and within the timeframe determined by the TOPO.

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Support

☐ Yes ☒ No. The task order requires on-site contractor support.

1.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

☐ Yes ☒ No. The task order involves the provision of GFP.

1.4.3 Additional Progress or Financial Reporting

☒ Yes ☐ No. The task order requires additional progress or financial reporting.

The Contractor shall prepare and submit to the TOPO summaries of the bi-weekly meetings. Financial reporting will be required at the task level.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.